|  |  |
| --- | --- |
| **Divya P**  **Email:** divyalaxmi91@gmail.com  **Mobile:**7207630158 |  |

**Career Objective**

To seek a challenging position in a reputed organization where my technical, analytical and communication skills can be put in for the accomplishment of organization’s goals and its Continuous improvement.

**Professional Experience**

**Capgemini:** (17th Mar 2022 – May 2023)

Role**: Associate Consultant** (Resource Management Group)

## Responsibilities:

* **Handling bench management-**Responsible for attendance, performance and developmental management of fresher pool.
* Managing around 250+ people on bench and taking care of their skill enhancement, regular connect with them on their upskilling and placing them on projects
* Collaborate with project managers to understand project resource demands and provide resources based on skill requirement (SAP, Oracle and Java).
* Conducting initiates like toastmaster, case studies and SME connects for bench resources.
* Proposing resources to the client as per the requirement in the project.
* Providing SME’s as per skill requirement for L&D team to evaluate freshers who have been trained on different skills.
* Worked as RMG spoc for Germany BU which includes coordinating with account leads to infuse YP’s in the project based on YP deficit in account.
* Conducting shadow and billable deficit meetings with the account leads.
* Conducting bench meetings to explain roles and responsibilities for new joiners.

**Applications Used:** SMART, PMT, Microsoft Outlook, MS Teams

**Deloitte:** (23rd Jan 2017 – 09th Feb 2022)

Role: **HR Senior Analyst** (Core Talent Services – Resource Management)

## Responsibilities:

* Publishing metrics on employee bench reports.
* Deploying resources to the projects based on their skills and projects handled.
* Control population Leaves, Transfers, Terms, Promotions, Merits etc and maintain records.
* Checking on for resource as per the role available and Deploy.
* Raising Resource request as per the Client requirement.
* Performing Ticket/Query Management and Reporting out of daily metrics.
* Handling FY20 Interns and Campus Hires project.
* Initiating/Creating Empl ID and Email address for all the New Joiners.
* Publishing Skill reports for Sourcing and other Availability Reports also publish professionals Utilization reports to Leaders.

## Applications Used: STAFFIT, Salesforce, Microsoft Outlook, Skype for Business, Demand Management Application (DMA), ServiceNow.

**Tech Mahindra:**

Worked as Associate Analyst and Business Coordinator at Tech Mahindra from Nov 2013 to Jun 2016.

**Roles and Responsibilities**

* Handling issues related to Variable pay like Variable pay payment details, adding associate’s details for Re-visit.
* Advising payroll inputs to finance.
* Regularly attending Hands on meet. (As a support partner, one to one interaction with employees on queries)
* Responding to inquiries regarding policies and programs including benefits, attendance, payroll deductions, leave management, variable pay.
* Attending VSHARE program and addressing the issues of associates regarding Variable Pay policies and pay out procedures.
* Playing a major role as SPOC for Pay roll and Variable Pay.

**Application Used**: ServiceNow, Salesforce, Microsoft Outlook.

**Academics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **SPECIALIZATION** | **BOARD/UNIVERSITY** | **MARKS (%)** | **YEAR OF PASSING** |
| MBA | HUMAN RESOURCES | Osmania University | 72 | 2013 |
| Degree | BSC computers | Osmania University | 83 | 2011 |
| INTERMEDIATE | MPC | IPE | 82 | 2008 |
| 10th STD |  | SSC | 79 | 2005 |

**Internship at ECIL**

**Designation:** Intern

**Organization: *ELECTRONICS CORPORATION OF INDIA***

**Duration:** 2 months (Apr 2012 to May 2012)

**Domain:** Motivational Practices at ECIL

**Key Learning’s at ECIL:**

The study on Motivational Practices at ECIL” focused on motivational practices adopted by public sector organisation “**ELECTRONICS CORPORATION OF INDIA LIMITED**” Hyderabad which was been catering the country need’s in nuclear electronics, defence and other communication areas.

**Technical Skills**

* MS Word, MS Excel, MS PowerPoint
* C, C++

**Soft Skills**

* Good oral and written communication skills
* Zeal to learn new things.
* Good team facilitator.
* Create and organize teams and group activities.

**Extra-Curricular Activities and Achievements**

|  |
| --- |
| * Participated in Ad-Mad show conducted by college and various techno meets conducted by other colleges. |
| * Received scholar ship for securing high sore in Sanskrit in intermediate. |

**Personal Information**

Name : P Divya

Father Name : P. Mallikarjuna Rao

Date of Birth : 08 May 1991

Marital Status : Married

Nationality : Indian

Religion : Hindu

Languages Known: Telugu, English, and Hindi

**Declaration**

I hereby declare that the information given is true and correct to the best of my knowledge.

**Name:** Divya P

**Place:** Hyderabad